DOCUMENT RESUME

ED 392 451 IR 055 833

AUTHOR Haag, Stephen; Keen, Peter
TITLE Information Technology: Tomorrow's Advantage Today.
REPORT NO ISBN-0-07-025447-8
PUB DATE 96
NOTE 332p.
AVAILABLE FROM McGraw-Hill Companies, Inc., P.O. Box 545, Blacklick, OH 43004, Attn: Order Service ($33 text with "IT Tutor" CD-ROM, ISBN-0-07-844295-8).
PUB TYPE Books (010) -- Guides - Classroom Use - Instructional Materials (For Learner) (051)

EDRS PRICE Document Not Available from EDRS.
DESCRIPTORS Business Administration; *Class Activities; Computer Interfaces; Computer Peripherals; *Computers; Computer Software; Global Approach; *Information Management; Information Networks; Information Storage; *Information Technology; Office Automation; Telecommunications; *Textbooks
IDENTIFIERS Connectivity; Role of Technology

ABSTRACT

This textbook is designed for a one-semester introductory course in which the goal is to give students a foundation in the basics of information technology (IT). It focuses on how the technology works, issues relating to its use and development, how it can lend personal and business advantages, and how it is creating a globally networked society. Each chapter features a list of competencies called "Now You Can...," a collection of key terms, a self-test, short-answer questions, discussion questions and projects, and questions designed for Internet searches and group work. Chapters include: (1) "Information Technology: What It Can Do For You"; (2) "Software: The Intellectual Interface"; (3) "Input and Output Devices: The Physical Interface"; (4) "The CPU and Internal Memory: The Processing Engine"; (5) "Storage Devices and Database: Organizing Your World"; (6) "Communications and Connectivity: Living in a Networked World"; (7) "Building IT Systems: The Tools You Use and Your Role"; (8) "Information Technology in Business: How Organizations Use IT"; (9) "Reaching the World Through IT: Information Technology as Your Passport to the World"; and (10) "Putting IT All Together: Careers, Social Issues, and Horizons." Contains a glossary and index. (BEW)

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